




**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer and**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

**MAR 11 2009**

MEMORANDUM FOR      Secretarial Officers  
                                 Heads of Operating Units

FROM:                      Deborah A. Jefferson   
                                 Deputy Chief Human Capital Officer and  
                                 Director for Human Resources Management

SUBJECT:                      Gold and Silver Medal Recognition

It is my pleasure to invite you to nominate employees for the 61<sup>st</sup> Annual Honor Awards Program.

Employees may be nominated in the following categories: Leadership, Personal and Professional Excellence, Scientific/Engineering Achievement, Organizational Development, Customer Service, Administrative/Technical Support, and Heroism. These categories reflect my belief that there are many types of contributions by the hard working men and women of this Department that deserve recognition.

The Honor Awards, in the form of Gold and Silver Medals, constitute the highest and second highest levels of recognition granted for distinguished and exceptional performance within the Department. Although no monetary reward is associated with this recognition, these awards are regarded by Department employees as the ultimate recognition for their contributions. We urge you to consider all types and levels of employee accomplishments, and to ensure only the best are forwarded for consideration.

Your human resources office will provide instructions on requirements for submitting nominations. The criteria are attached. Nominations are due to the Department using the Honor Awards Nomination System by April 30, 2009. If you have any questions, please contact me on (202) 482-4807.

The Department appreciates the hard work and great contributions that were recognized in the past and we look forward to a very successful awards program that rewards outstanding performance across the full breadth of the Department.

Attachment